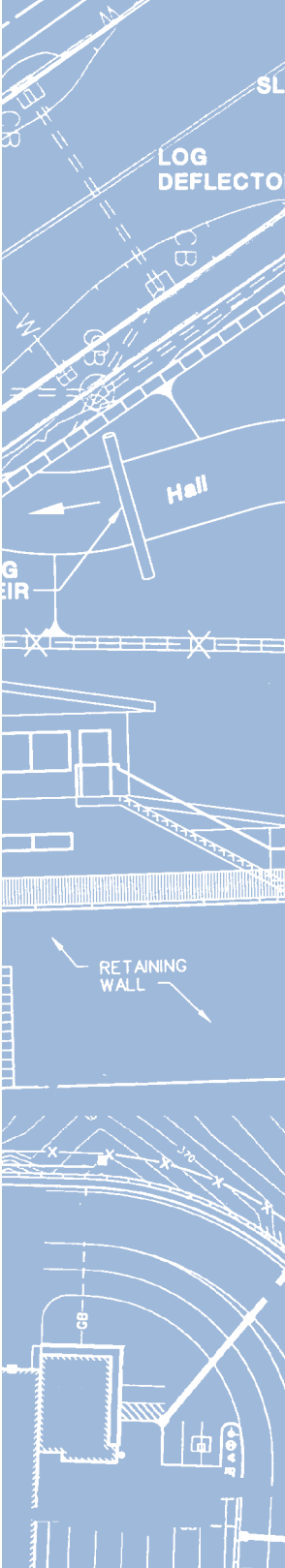


Administrative Conditional Use Permits

Bulletin
#38



Q: What is an “administrative conditional use?”

A: It is a type of land use that requires a special review to ensure compatibility with existing uses in the same zone.

Q: What is an Administrative Conditional Use Permit?

A: A permit to conduct an administrative conditional use on property where the use is allowed by County Code. It may include conditions that help maintain compatibility with surrounding properties. This Type 1 permit application will be processed according to the requirements of Chapter 30.71 SCC.

Q: Who needs to apply for an Administrative Conditional Use Permit?

A: Anyone wishing to establish an administrative conditional use on a particular property. Examples of such uses include a temporary dwelling for a relative, an accessory apartment, and an expansion of a grandfathered (nonconforming) use. These uses were formerly categorized as “temporary” or “special uses” in County Code prior to February 1, 2003.

Q: How do I know if I need an Administrative Conditional Use Permit?

A: Refer to Bulletin #37 (Zoning Code Use Matrix) or check the Use Matrix in the zoning provisions of Chapter 30.22 of the County Code. If you’re unsure whether you need a permit, call PDS at 425-388-3311 or visit the PDS permit counter on the 2nd Floor of the County Admin-East Building, 3000 Rockefeller Avenue, in downtown Everett. PDS staff will give you administrative conditional use information and can schedule a pre-application meeting to discuss your project with a planner.

Q: How do I get an Administrative Conditional Use Permit?

A: PDS will make the decision to grant or deny an Administrative Conditional Use Permit. The department will consider all standards, criteria and policies regarding the proposed use within the proposed zone, and also may impose conditions that help maintain compatibility with surrounding properties. If needed, conditions would generally ensure that the use is consistent in appearance with surrounding property uses, and is not detrimental or a nuisance to surrounding properties.

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Q: How do I submit a permit application?

A: You may submit your Administrative Conditional Use Permit application by appointment only. The Land Use Master Application contains the application submittal instructions. Staff will check over your materials for completeness. After you pay a filing fee (to help defray processing costs), you will be given “Pending Land Use Action” posting signs and posting instructions.

Q: What happens after I apply for the permit?

A: PDS will process your application using Type 1 permit review procedures of Chapter 30.71 SCC. Notice of application will be published in the Herald mailed to all property owners of record within 500 feet of your property. PDS staff will review your request and issue a decision after considering all comments received and after ensuring that all relevant County regulations have been properly addressed. If anyone wishes to appeal the decision, the appeal instructions (including who may appeal) are explained in the decision document.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to the Snohomish County Code.